



State of Tennessee Department of Children's Services

New/Revised Policies and Updates

TO: All Department of Children's Services Employees

FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development

DATE: February 28, 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies, deletion of policies, etc. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

Please note: Policies and forms are linked on this list for ease of access. If links do not work properly, please go to the policies or forms web pages to access documents.

***These policies have been revised to update into new document format; update employee titles (i.e., from "Assistant Commissioner" to Executive Director", etc. and other DCS titles as necessary); obtain the current commissioner's signature (i.e., we have several policies with former Commissioner's approval signatures, etc.); update applicable TCA Codes; DCS best practice, COA, ACA standards and forms, and add purpose statement.**

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.	**4.5	Compliance With Employment Law	Chapter 4		None
2.	**4.6	Attendance and Leave	Chapter 4		"
3.	**4.7	Employee Assistance Program	Chapter 4		"
4.	**4.13	Guidelines For Reduction-In-Force	Chapter 4		"
5.	**4.16	Compressed and Flexible Work Schedules	Chapter 4		"

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

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6.	**4.22	Job Requirements	Chapter 4		“
7.	**4.24	Workers' Compensation Claims	Chapter 4		“
**These policies have been deleted from Chapter 4, Personnel. Refer to the Department of Human Resources Policies and Procedures or Rules at http://www.state.tn.us/dohr/resources/index.htm. If some of these policies have been cited as documentation for compliance with applicable ACA or COA standards, site the applicable information from the Department of Human Resources Policies and Rules or consult with DCS Human Resources staff.					
8.	*1.15	News Media Relations for DCS Regional Offices and Juvenile Justice Facilities	1	03/01/08	CS-0559, Authorization for Release of Child-Specific Information from DCS and Contract Service Providers
Summary of Policy revisions for 1.15: (*Updated as stated above); Supersedes DCS 1.15, 07/01/05 and 1.14, 07/01/05; Policy 1.14 incorporated into 1.15. Minor policy review required by applicable staff.					
9.	12.5	Passes For Youth Adjudicated Delinquent	12	03/01/08	CS-0058, Temporary Custody Agreement CS-0394, Youth Pass Request
Summary of Policy revisions for 12.5: Supersedes DCS 12.5, 03/01/05; Extensive review and revision by JJ and Legal staff throughout policy to comply with COA standards. Major policy review required by applicable staff.					
10.	13.6	Minor and Major Violations-Delinquent Youth on Probation and Aftercare	13	03/01/08	CS-0156 Violation Report
Summary of Policy revisions for 13.6: Supersedes DCS 13.6, 03/01/05 and 13.7, 03/01/05; Policy 13.7 incorporated into 13.6. Extensive review and revision by JJ and Legal staff throughout policy to comply with COA standards. Major policy review required by applicable staff.					
11.	13.9	Transfers Within and Between Regions	13	03/01/08	CS-0476, Notification of Change of Circumstances CS-0638, Case Transfer Checklist CS-0000, Request for Home Verification – Pending development
Summary of Policy revisions for 13.9: Supersedes DCS 13.9, 03/01/05; Extensive review and revision by JJ and Legal staff throughout policy to comply with COA standards. Major policy review required by applicable staff.					

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12.	13.12	Substance Abuse Screening for Youth on Probation and Aftercare	13	03/01/08	CS-0043, Rules of Probation CS-0012, Rules of Aftercare CS-0156, Violation Report CS-0000, Drug Screening Results – Pending development
Summary of Policy revisions for 13.12: Supersedes DCS 13.12, 03/01/08; Extensive review and revision by JJ and Legal staff throughout policy to comply with COA standards. Major policy review required by applicable staff.					
13.	13.27	Predisposition Investigations and Reports	13	03/01/08	CS-0153, Predisposition Investigation
Summary of Policy revisions for 13.27: Supersedes DCS 13.27, 03/01/05 and 13.4, 11/01/06; Extensive review and revision by JJ and Legal staff throughout policy to comply with COA standards. Major policy review required by applicable staff.					
14.	13.28	Grievance Procedures for Youth on Probation or Aftercare	13	03/01/08	CS-0328, Youth Grievance Report-Probation/Aftercare/Interstate Compact on Juveniles
Summary of Policy revisions for 13.28: Supersedes 13.28, 03/01/05; Extensive review and revision by JJ and Legal staff throughout policy to comply with COA standards. Major policy review required by applicable staff.					
15.	13.31	Discharge of Delinquent Youth-Probation and Aftercare	13	03/01/08	CS-0046, Discharge CS-0668, Authorization for Release of Information to DCS
Summary of Policy revisions for 13.31: Supersedes 13.31, 03/01/05; Extensive review and revision by JJ and Legal staff throughout policy to comply with COA standards. Major policy review required by applicable staff.					
16.	*24.4	Youth Appearance and Dress Code in Juvenile Justice Facilities	24	03/01/08	None
Summary of Policy revisions for 24.4: (*Updated as stated above); Supersedes DCS 24.4, 01/01/04; Also revised to apply to DCS Group Homes. Minor policy review required by applicable staff.					

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17.		Protocol For Adoption Assistance Case File Contents	15		<i>None</i>
Revised to include Item 1, Case File style.					

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